

**REQUEST FOR PROPOSAL  
FOR FLATHEAD COUNTY TREASURER'S  
DEMAND DEPOSIT/OPERATING & WARRANT  
BANKING ACCOUNTS  
April 18, 2011**

The Flathead County Treasurer is soliciting proposals for operating demand deposit account, ACH clearing accounts and automated warrant processing account, with electronic access to daily account information via the internet. The agreements will be awarded in total so that all services are maintained at one bank.

**SPECIFICATIONS OF REQUEST FOR PROPOSALS:**

Demand Deposit/Operating Account:

1. The Flathead County Treasurer will maintain a demand deposit (operating) account from which disbursements will be covered by daily transfers to the sweep account to cover warrants.
2. The demand account shall function with daily deposits and withdrawals.
3. A bank statement with all appropriate checks and deposits will be delivered to the Flathead County Treasurer within four business days of month end.
4. CD-Rom image of all daily transactions will be supplied to the Flathead County Treasurer on a monthly basis.
5. Operating Account will include capabilities for all incoming and outgoing State of Montana ACH receipts, payroll payments including schools and fire districts, and all credit card transactions for all individual county entities.

Warrant Account & Automated Processing of County and School Warrants:

1. County and school warrants are to be processed by the bank through an automated warrant clearing system. The bank must be able to accommodate the MICR encoding currently used by the Flathead County Treasurer. The MICR encoding shows the routing transit number, the demand account number, the

department number and warrant number (combined into a ten digit field).

2. Warrants will post daily to a separate designated demand account. The total posted amount will be offset daily by an automatic transfer from the Operating Account.
3. Endorsements will be checked daily with warrants not being paid if not properly endorsed.
4. Warrant clearing information (warrant number & amount) will be electronically transmitted daily to the Flathead County Treasurer in a format compatible with the county's computer system. An itemized statement and all posted warrants, fine-sorted according to department and warrant number, will be supplied daily.
5. CD-Rom image of all warrants posted will be supplied to the Flathead County Treasurer on a monthly basis.
6. The warrant account has to handle all school districts which have two warrant accounts, fire districts, and special agencies.
7. This account is for automated warrant clearing only and should have a credit/debit filter or other device to prevent unauthorized deposits and withdrawals.

#### On-Line Banking:

The Flathead County Treasurer relies heavily on daily access to bank account information on-line. Proposals should include clear descriptions of on-line banking access available. Costs of such service should be included in the calculation of peg balance proposed.

#### Other Specifications:

1. This Agreement shall cover the three-year period from June 1, 2011 to May 31, 2014, with the Treasurer's option to renew the agreement at the end of the period for an additional two years.
2. It is requested that banks that do not currently hold the Treasurer's operating accounts provide a plan to re-paper all school districts (approx. 25), special districts (approx. 40), and

county offices (approx. 42) with a sufficient stock of new warrants.

3. Although earnings rate and peg balance will be a strong factor in the selection of the agreement, weight will also be given to the proposal that meets the Treasurer's need for dynamic account service via the internet. A proposal will not be selected on high rates of return alone.
4. The Flathead County Treasurer reserves the right to reject any and all bid proposals, and to waive obvious irregularities and errors in the preparation of proposals.

Submittal of Proposals:

Two copies of all proposals must be delivered in a **sealed envelope** clearly marked "**Banking Agreement Proposal**" to the Flathead County Commissioners at 800 South Main, West Annex, Kalispell, MT 59901 no later than **5:00 pm on Friday, May 6, 2011.**

Any questions regarding the specifications of the request for proposals should be communicated VIA FAX to the Flathead County Treasurer at 406-758-5864.

It is currently anticipated that the successful proposal will be selected and all applicants notified in writing by May 13, 2011.